EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

CHILDREN AND FAMILIES

Policy Title - **Policy to Prevent and Respond to Bullying and Prejudice amongst Children and Young People using Children and Families Department Services**

Policy Number -

Management Information		
Lead Officer	**Name:**	**Diana Dodd**
	Designation:	**Principal Officer Equalities**
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Lead Service Area	**Planning and Performance**	
Last Review Date	**December 2006**	
Implementation Date	**1 November 2010**	
Review Date	**1 October 2013**	
Date Agreed	**7 September 2010**	
Agreed by	**Education, Children and Families Committee**	
Has Screening for Equality Impact been undertaken for this policy	Yes Relevance to Equalities Legislation 3 Level of Public Concern 3 Significant Negative Impact 0 As this policy is directly focussed on protecting children and young people, particularly in equalities groups, it is assessed that it can have only a positive impact and therefore a full equalities impact assessment is not required Date 26.7.10	
Has Implementation and Monitoring been considered for this policy	Yes *(please specify)* Contained within accompanying Procedures Date 26.7.10	
If appropriate has Health and Safety section had oversight of this policy **Name of Health and Safety contact**	Yes checklist completed Date <<e.g. 01 January 2010>>	

Definition: Policy – A course of action or set of standards adopted by the City of Edinburgh Council.

This document may be out of date if printed, the latest version is available on the Council Intranet.

1. PURPOSE

The policy exists to protect all children and young people (in services supported by the Children and Families Department) from all forms of bullying by other children and young people. This includes prejudice-based bullying and cyber-bullying and aims to prevent such behaviours and attitudes from developing.

2. SCOPE

The policy covers children and young people in all City of Edinburgh Council Children and Families services. Additionally, wherever relevant and possible, the policy extends to protection and prevention out with establishments, especially relating to cyber-bullying and early intervention to reduce hate crimes.

3. DEFINITIONS

Bullying is an abuse of power that is defined by its effects. People who are bullied are upset by something someone else has done or said to them or about them. They are likely to fear that this will happen again and feel powerless to stop it. Bullying is also a breach of childrens' rights under several articles of the Convention on the Rights of the Child.

Bullying behaviour is more useful than 'bully' to avoid labelling individuals as this tends to become fixed.

Person being bullied/picked on/isolated is used as an alternative to 'victim' for the same reason. Alternatively, "person on the receiving end of bullying behaviour" is also useful.

Cyberbullying is bullying behaviour that takes place via mobile phone or over the internet through emails, instant messaging and social networking websites.

Prejudice and discrimination

Racism, homophobia, sexual harassment, sexism, sectarianism, disability class and faith discrimination are all areas of prejudice and discrimination that are initially defined by the perceptions of the victim(s) or others involved. This definition was laid down in the Race Relations (Amendment) Act, 2000 in respect of racism and it is City of Edinburgh Council policy to adopt the highest standards to challenge all forms of discrimination. The definition reflects legislation and guidelines to ensure that all allegations are treated seriously from the outset, investigated, recorded and if substantiated, dealt with according to the accompanying Procedures.

Parents/Carers are defined as
A guardian and any person who is liable to maintain or has parental responsibilities (within the meaning of Sec 1(3) of the Children (Scotland) Act 1995) in relation to, or has care of a child or young person, for example

- Non-resident parents who are liable to maintain or have parental responsibilities in respect of a child

- Carers who can be parents
- Others with parental responsibilities, e.g. foster carers, relatives and friends who are caring for children and young people under supervision arrangements
- Close relatives, such as siblings or grandparents caring for children who are not looked after or are under home supervision arrangements
- All councillors have a responsibility for the wellbeing of children in the council's care

4. POLICY STATEMENT

It is the expectation of the City of Edinburgh Council Children and Families Department that all staff, parents and carers will work to prevent and reduce bullying and prejudice among children and young people.

Discrimination on ground of race, disability, gender, faith, appearance, sexual orientation, social class and looked-after status are of equal concern and are all clearly distinguishable.

Bullying and discriminatory behaviours are not tolerated in any Children and Families establishment.

Areas of activity in which this policy can be implemented are

- Sustaining an ethos of inclusive services
- Positive relationship building
- Modelling of appropriate behaviour by adults
- Supporting and delivering the four capacities of Curriculum for Excellence
- Out of school activities
- Events, assemblies, speakers, surveys, drama, newsletters, meetings
- Staff training
- Partnership working

5. RESPONSIBILITIES - tackling bullying and prejudice is the responsibility of all staff and partners of the Children and Families Department

The Children and Families Department, Performance and Planning section is responsible for

- developing, maintaining and monitoring this policy and accompanying procedures
- supporting establishments to communicate the policy to staff, children, young people, parents and carers
- consulting with stakeholders on the policy
- supporting establishments to examine the overall extent of bullying and prejudice and sharing good practice
- reporting to the Executive of the Council as required
- providing staff development activities as required
- providing advice and conciliation services

- working with other Council agencies and partners to prevent and reduce bullying, discrimination and hate crime

Heads of Establishments are responsible for

- Ensuring that all staff are aware of this policy and accompanying procedures
- Dealing appropriately and effectively with all allegations brought to their attention
- Following the Department's procedures including recording of incidents
- Ensuring that their establishment policy corresponds with this policy
- Ensuring all staff have access to appropriate learning and development including induction training
- Making efforts to ensure that children and young people feel safe in reporting to named members of staff and are assured that any allegations will be investigated and action taken, where appropriate.
- Encouraging all children, parents, carers and staff to express their concerns and views
- Referring to the Child Protection Procedures and/or Police where necessary
- Examining the possible extent of bullying in their school or centre

In addition, Head Teachers are responsible for

- Communicating the policy to staff, children, young people, parents and carers
- ensuring school policies correspond with this and with the Education Equality Policy
- Identifying a dedicated member of senior staff as the Equalities Coordinator
- Collecting information from children and young people about their experiences and views and showing relevant action as a result
- Embedding and evidencing regular and frequent proactive work through the improvement plan and/or the curriculum
- Supporting all staff in following this policy and procedures
- Liaising with parents and voluntary organisations as appropriate

All other Children and Families staff are responsible for

- Promoting positive attitudes and good relations
- Dealing appropriately and effectively with all allegations
- Supporting their head of establishment in undertaking initiatives and gathering information
- Being aware of this policy and following the accompanying procedures
- Seeking learning and development opportunities
- Supporting students to understand the differences between bullying and other challenging behaviours.

- Building the capacity of children and young people to challenge prejudice and bullying behaviour.

Children and Young People are responsible for

- Promoting positive attitudes and good relations and challenging all forms of prejudice including racism, homophobia, sectarianism, disablism and class and faith-based prejudice
- Telling a member of staff or their parent or carer if they have any worries about bullying
- Keeping themselves safe, with support from adults
- Encouraging and supporting others to tell a responsible adult or speaking on their behalf
- Challenging bullying and prejudicial behaviour in others, if safe to do so
- Questioning and learning the differences between bullying and other challenging behaviours

Parents and Carers are responsible for

- Safeguarding and promoting their child(ren)'s health, development and welfare
- The safety of their child/children on the way to and from school
- Maintaining communication with a relevant member of staff
- Working in partnership with staff to maintain the rules, regulations or disciplinary requirements of the establishment
- Discussing the issues with their child(ren) according to their age and maturity and taking account of their views.

6. LEGISLATIVE CONTEXT

UN Convention on the Rights of the Child

Race Relations (Amendment) Act 2000

Disability Discrimination Acts 1995, 2006

Equality Act 2006

Offences Aggravated by Prejudice Act 2010

Schools (Consultation) (Scotland) Act 2010

Equality Act 2010

Additional Support for Learning Act

7. ASSOCIATED DOCUMENTS

Education Equality Policy 2008 – 2012

City of Edinburgh Council's Equality Diversity and Human Rights Scheme

Take Control against Hate Crime Strategy 2009

Getting It Right For Every Child (GIRFEC) in Edinburgh

Child Protection Procedures

Sexual Health and Relationships Policy

Children and Families Departmental Supplement to Health and Safety Policy

CEC Fair Treatment at Work Policy (for issues relating to allegations against staff)

Advice, Complaints and Conciliation Procedure

Alternatives to Exclusions/Exclusions

Main contributors to the
'Anti-Bullying' Policy and Procedure Writing Group

Focus Groups of Young People

Broughton High School pupils focus group
Currie Community High School Support for Pupils staff group
Drummond Community High School pupil groups
Feedback from consultations by LGBT Youth Scotland
Firrhill and Currie S5 and S6 students
Gracemount Primary School P6 and P7 Saudi pupils
Edinburgh Development Group
Edinburgh Young Carers Focus Group
Wester Hailes Education Centre S1 class
Youngedinburgh Communications Group

Members of the Working Group

HT Dalry Primary School
DHT Murrayburn Primary
DHT, English as an Additional Language Service
DHT Broughton High School
Principal Teacher Guidance, Drummond CHS
Senior Community Learning and Development Worker
Advice and Conciliation Manager
Childline representative
Principal Officer, Youngedinburgh
Team Leader, Social Work Services Practice Team.
Educational Psychologist
Neighbourhood Manager
Principal Officer, Equalities
Equalities Officer

In addition to the above, Scotland's Anti-Bullying Service **respect***me* has worked closely with the Children and Families Department in helping to shape the final policy and procedures and will be supporting its implementation by delivering free training programmes to staff.